



## SWIMMING POOL / SPA CONSTRUCTION

For Commercial, Institutional, or Residential Projects

*City of Carmel; Department of Community Services*

|   |   |                                     |  |                         |
|---|---|-------------------------------------|--|-------------------------|
| <b>PERMIT #:</b> _____  |   |                                     |  |                         |
| <b>BUILDER of RECORD:</b>   | NAME:   |                                     | PHONE:   | FAX:                    |
|   | STREET ADDRESS:   |                                     | CITY:  | STATE: ZIP:             |
|   | BUILDER'S EMAIL ADDRESS:  |                                     | BEST METHOD OF CONTACT:  |                         |
| <b>PROPERTY OWNER INFO:</b>   | NAME:   |                                     | PHONE:   | FAX:                    |
|   | STREET ADDRESS:   |                                     | CITY:  | STATE: ZIP:             |
| <b>PROJECT LOCATION INFO:</b>   | ADDRESS OF CONSTRUCTION:  |                                     |  |                         |
|   | PROJECT NAME: (If applicable)   |                                     | LOT # and SUBDIVISION NAME: (If applicable)  |                         |
| ESTIMATED COST OF CONSTRUCTION:   |   | SQUARE FOOTAGE Including deck area: |  | RE TYPE, IF APPLICABLE: |
| SUMP PUMP: (If YES—INDICATE DRAINAGE ON SITE PLAN) <input type="checkbox"/> YES <input type="checkbox"/> NO |   |                                     | IS ANY PART OF PROPERTY WITHIN SPECIAL FLOOD HAZARD AREA: <input type="checkbox"/> YES <input type="checkbox"/> NO |                         |
| STATE COMMERCIAL DESIGN RELEASE # IF APPLICABLE:  | CLASS OF POOL IF COMMERCIAL:  | SCOPE(S) OF RELEASE:                | POOL HEATED: <input type="checkbox"/> YES <input type="checkbox"/> NO  |                         |
| AUTO FILTER: <input type="checkbox"/> YES <input type="checkbox"/> NO                                       | SEPTIC SYSTEM: <input type="checkbox"/> YES <input type="checkbox"/> NO |                                     | POOL COVER: <input type="checkbox"/> YES <input type="checkbox"/> NO   |                         |
| IF HEATED: <input type="checkbox"/> GAS <input type="checkbox"/> ELECTRIC                                   | SLIDE: <input type="checkbox"/> YES <input type="checkbox"/> NO         |                                     | DIVING BOARD: <input type="checkbox"/> YES <input type="checkbox"/> NO   |                         |

### SWIMMING POOL / SPA PERMIT REQUIREMENTS

- SAFETY FEATURES (INCLUDING POOL COVERS) SHALL COMPLY WITH THE INDIANA SWIMMING POOL CODES 675 IAC 20-2-26, 20-4-27 "SAFETY REQUIREMENTS."
- IF POOL CONSTRUCTION REQUIRES ACCESS TO PROPERTY THROUGH A RIGHT-OF-WAY, NOT CONTAINING AN ESTABLISHED DRIVEWAY, THE APPLICANT MUST GAIN APPROVALS THROUGH THE CITY OF CARMEL ENGINEERING DEPT. (317) 571-2441 OR THE HAMILTON COUNTY HIGHWAY DEPT. (317) 773-7770. (Whichever is applicable)

### INSPECTIONS:

All pool construction requires AT LEAST TWO (2) inspections. Large pools, specially constructed pools, and pools with steel rebar reinforcement will require additional inspections. Commercial/Institutional pools may also require additional inspections.

### BONDING & GROUNDING:

Pool builders must contact the "Footings, Under-slab, and Bonding & Grounding Scheduling Line" at (317) 571-2449, between 8:00 AM and 9:00 AM each weekday, to schedule this inspection for a SAME DAY INSPECTION.

### **FOR THIS INSPECTION:**

- The pool shell must be installed.
- All piping for plumbing, all electrical conduits and wiring must be installed in the conduits, and all receptacles and junction boxes must be installed and open for inspection.
- **Equipotential bonding under the deck must be bonded and ready at inspection.**
- A major aspect of the bonding inspection is the common bonding grid, as called for in the Indiana Electrical Code; Section 680-26.

**\*\*CONCRETE POOLS NOTE:** All pools with concrete reinforcement (rebar) may require TWO bonding and grounding inspections prior to the final inspection.

**\*\*\*ALL ELECTRICAL EQUIPMENT COVERS MUST BE REMOVED. DO NOT ENERGIZE ANY EQUIPMENT UNTIL INSPECTED AND APPROVED.**

## FINAL INSPECTION:

This inspection is scheduled with the Building & Code Services main office, at (317) 571-2444, once the project is complete and all grading and seeding is done. For scheduling final inspections, **you must call in at least one day prior to the date for which you are requesting the inspection.** Commercial/Institutional pools may be required to have separate Final inspections by the Fire Marshall's office (317) 571-2600, and/or by the Urban Forestry Division (317) 571-2417. Please contact those offices to determine if final inspections are required for your project.

## FOR THIS INSPECTION:

This inspection is to verify ALL aspects of Indiana State Law as it appears in the Indiana Swimming Pool Code; Second Edition, Effective October 11, 2001.

- The pool cover must be rolled back to check placement of the deep end ladder underwater light.
- At this time the pool cover motor will be checked to insure that it is on a GFCI protected circuit.
- Pools with a fence and gate(s) for protection must have self-closing, self-latching gates, which are capable of being locked.
- **The pool permit placard must be accessible to the inspector and posted in a conspicuous location in a clear plastic bag. If a pool cover is used, the cover key MUST be contained within the plastic bag with the placard. THE OWNER SHOULD NOT BE GIVEN THE KEY PRIOR TO COMPLETION OF AN APPROVED FINAL INSPECTION. Any pool used or personal property on the deck will constitute an assessment of "OCCUPIED" prior to final approval, and a "Late Fee" will be assessed.**

**POOL BUILDERS WILL BE RESPONSIBLE FOR:** Notification to pool owners that these inspections are to be made, and also will relate the various codes applicable. Pool builders shall coordinate with owners for the inspector's access to site on days inspections are scheduled. *Under the Carmel / Clay Zoning Ordinance, Chapter 29.0, Sec. 29.06.08: "Late Fees shall be assessed on missed inspections, including occupancy without a C/O". Late Fees on inspections for: Residential: \$534.50; Commercial/Institutional: \$1,069.00.*

I, the undersigned, agree that any construction, reconstruction, enlargement, relocation, or alteration of a structure, or any change in the use of land or structures requested by this application will comply with, and conform to, all applicable laws of the State of Indiana, and the Zoning Ordinance of Carmel Indiana –and its amendments, adopted under authority of I.C. 36-7 et seq, General Assembly of the State of Indiana, and all Acts amendatory thereto. I also certify that only kitchen, bath, and floor drains are connected to the sanitary sewer. I also certify, under the penalties of Perjury (Indiana Code 35-44-2-1) that all of the information I have provided in this Application and other documentation is true and accurate to the best of my knowledge and belief, and that I have not knowingly or intentionally provided or omitted any information that would tend to hide, obscure, or otherwise mislead the Dept. of Community Services regarding the truth of the matters addressed.

I further certify that I have read, understand, and agree to the specifications listed above on this form, and to those specifications listed on other documentation provided by the City of Carmel. Further, I understand this permit is valid only if construction commences within 180 days of the date of issuance, and must be completed (Certificate of Occupancy issued) within 18 months of the issuance date. Class I structure permits are subject to the General Administrative Rules of the State of Indiana (See 675 IAC 12) regarding expiration time frames for beginning and completing construction. I further certify that the construction will not be used or occupied until a *Certificate of Occupancy* has been issued by the Department of Community Services, Carmel, Indiana.

Signature of Owner or Authorized Agent

Print

Date

OFFICE USE ONLY: \*\*\*\*\*

### INSPECTIONS REQUIRED:

\_\_\_\_\_ 1<sup>st</sup> BONDING / GROUNDING

\_\_\_\_\_ 2<sup>nd</sup> BONDING / GROUNDING

\_\_\_\_\_ FINAL \_\_\_\_\_ FINAL SITE

PERMIT FEE (Flat Rate + Sq. Ft. fee): \_\_\_\_\_

INSPECTION FEES: \_\_\_\_\_

CERTIFICATE OF OCCUPANCY: \_\_\_\_\_

ADDITIONAL FEES:  
(Late fee on permit; Re-Review fees) \_\_\_\_\_

**TOTAL:** \_\_\_\_\_



# Swimming Pool / Spa Application Submittal & Plan Review Requirements

## *City of Carmel / Clay Township*

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**RESIDENTIAL POOLS:** TWO (2) sets of the following documentation is required, along with TWO (2) completed copies of the swimming pool / spa application, for all pools, (or spas, where appropriate) to show compliance with State and local regulations.

**COMMERCIAL/INSTITUTIONAL POOLS:** THREE (3) sets of the following documentation is required, along with THREE (3) completed copies of the swimming pool / spa application; and a copy of the State Commercial Design Release (CDR) for the structure, for all pools, (or spas, where appropriate) to show compliance with State and local regulations. **FURTHER**—If the pool is an outdoor pool, a pre-submittal meeting will be required. See section marked “Pre-Submittal Meeting,” which follows the plan and submittal requirements below.

**NOTE:** All plans shall be on paper no larger than 11 inches by 17 inches. Additionally, an electronic PDF copy shall be submitted to [plux@carmel.in.gov](mailto:plux@carmel.in.gov) in addition to paper copies. If you have issues regarding paper size and/or the electronic submittal please contact either the Building Commissioner or Deputy Building Commissioner through (317) 571-2444.

1. **Physical Description of the Pool:** Includes, Pool perimeter area, depths, waterline, stairs, ladders, ledges and underwater seat benches, diving equipment, and materials of construction.
2. **Dimensional Design:** At least one overview and one side view showing depths and wall and floor slopes.
3. **Designation of Pool Type:** As specified in IAC 20-4-9, and if diving equipment is planned.
4. **Pool Egress:** All plans should show the proper means of egress that conform to 675 IAC 20-4-14.
5. **Electrical Requirements:** Shall conform to the Indiana Electrical Code 675 IAC 17. Plans should indicate all electrical outlets within twenty (20) feet of the inside walls of the pool.
6. **Waste Water Disposal:** Show that backwash water will be discharged into a sanitary sewer through an approved air gap, or into an approved subsurface disposal system, or by other means in accordance with 675 IAC 16, the Indiana Plumbing Code, and 327 IAC the rules of the Water Pollution Control Board.
7. **Safety Features:** State on plans the means by which access will be restricted: Walls or fencing not less than five (5) feet in height and completely surrounding the pool and deck area, with self-closing and self-latching gates and doors, both capable of being locked, OR, an APPROVED pool cover. (Safety features must also include requirements found in 675 IAC 20-2-26 and IAC 20-4-27.) ABOVE GROUND POOLS MUST SHOW IN DETAIL THE STAIR / GATE MEANS OF ACCESS.

### **FURTHER:**

1. If an **underwater light** fixture is provided, the pool diagram must indicate if the system is low voltage or a 120-volt system.
  - a. A 120-volt light must have an insulated #8 copper bond wire from light shell to an approved light junction box.
  - b. The bond wire must be installed in the conduit from the light to an approved light fixture junction box.
2. Show the location of **an approved light fixture junction box** above the deck on the site/plot plan, no closer than five (5) feet to the pool edge and not under a diving board.
3. The SITE/PLOT PLAN must show the location of the pool circulation pump, heater, filter, and panel board, if used.
4. Show, on the site/plot plan, the location of a disconnect switch for the **pump, heater, and pool cover**. Disconnect switches must be within sight and equal to or less than ( $\leq$ ) 50 feet from the motor, or the circuit breaker must be the lock out type.
5. Show the location of **ANY 120-volt electrical receptacles** within 20 feet of the pool. All receptacles within 20 feet of the pool edge must be GFCI protected. No receptacle can be within 10 feet of the pool edge.

6. Show, on the site/plot plan, any lighting fixtures within 10 feet of the pool. (This includes low voltage landscape fixtures)
7. Show location of the pool cover key switch.
8. Show location of any electrical switches. No switch can be located within 5 feet of the pool edge.
9. Show drainage or drainage arrows on site/plot plan.
10. Provide **side view drawing** of pool, showing all depths, changes in depth, and length.
11. Show diving board and/or slide on site/plot plan. If none, state none.
12. Show figure 4 type **handrail** at all exits, at all ends of pool, with auto cover.
13. **For ABOVE GROUND POOLS ONLY:** State that a single twist lock receptacle will be used to connect the pool pump motor to the electrical supply. Single receptacle must be GFCI protected or pump must be double insulated with an internal ground.

## **ADDITIONALLY:**

1. **SITE/PLOT PLAN:** Submit two (2) copies of a site plan, (3 if commercial) showing all existing and proposed structures on the lot, plus the street address, subdivision name, and lot number. SITE/PLOT PLAN MUST ALSO DETAIL:
  - a. Location of pool, including setback of pool from side and rear yard and any easements from the edge of deck – NOT EDGE OF POOL.
  - b. Principal residence.
  - c. Detached garage and driveway, and ALL accessory buildings.
  - d. All easements: Drainage, Utility, Etc...
  - e. Septic tank and leach field, in addition to well location, if present.
  - f. Show ANY existing utilities within fifty (50) feet of the proposed pool location.
  - g. Show how area will drain after pool is constructed. Show drainage flow arrows, or submit two (2) copies of cross sections through pool and adjacent ground area, OR existing and proposed contours with elevations for pool and deck and disturbed area around the pool.
  - h. Show all pool accessory structures: Heater, filter, automatic pool cover, and any other equipment. Indicate any automatic fill device or backflow preventer.
  - i. Show ENTIRE deck area and all dimensions on all sides.
  - j. Show any retaining walls, and detail their construction.

## **2. ORDINANCES & REGULATIONS:**

- a. In accordance with County Ordinance, the minimum setback requirement for a swimming pool to the septic system is fifty (50) feet, if there are suction water lines. However, if the swimming pool is a completely sealed system, the setback requirement is ten (10) feet from the swimming pool to any part of the septic system.
- b. Pools and decks CANNOT be located within any easements, or closer than three (3) feet to any easement, and no closer than ten (10) feet to any property line or septic tank or leach field.

## **COMMERCIAL/INSTITUTIONAL POOLS ONLY — PRE-SUBMITTAL MEETING: (Brief summary of requirements/procedure)**

**FIRST:** Submit for and obtain the appropriate approvals by the City of Carmel Plan Commission, Board of Zoning Appeals, Technical Advisory Committee, the Dept. of Community Services, and/or approvals required by any other City, County, or State agency that may have requirements for this project.

**SECOND:** Submit plans to the State Fire Prevention & Building Safety Plan Review. Contact (317) 232-6418 for any questions regarding their submittal process. You will need to obtain your State Commercial Design Release (CDR) to include in your submittal to the Building & Code Enforcement office.

**THIRD:** Contact Sarah Lillard at (317) 571-2475 or at [slillard@carmel.in.gov](mailto:slillard@carmel.in.gov) to request a pre-submittal meeting for your project. If she is unavailable, please contact Jim Blanchard at (317) 571-2450 or [jblanchard@carmel.in.gov](mailto:jblanchard@carmel.in.gov). You will need to provide the following information when making your request: 1. Project Name and description; 2. Location of project; 3. Contact Name, phone number, and e-mail address.

--Once our office has been contacted for a meeting, we will e-mail the appropriate City and County agencies, to verify the status of the project. You will be CC'd on this e-mail, and will receive any replies regarding outstanding items. If any are cited, you will need to contact that agency to clear up the issue. Once all items are complete, we will contact you to schedule the meeting. The meeting date is normally set within one or two days from that contact.